

LIFE & DISABILITY FILING INSTRUCTIONS FOR WASHINGTON STATE

FOR: All Life & Disability Insurance Companies

In an effort to provide you with the better service and faster review of your filings, we have prepared the following list of filing instructions. By following these instructions, you will help to avoid unnecessary delays due to incomplete filings. For a detailed explanation of our filing requirements, we would direct your attention to Chapter 284-58 WAC.

Please do **not** submit filings unless you actually intend to market your product in our state.

We would also ask that you eliminate unnecessary or inappropriate telephone calls.

Frequent “status” requests often serve to delay our review process.

NOTE: We would urge companies to review all statutes, regulations and bulletins which are pertinent to your form filings prior to submission of such. It is our expectation that companies submit policy forms that are in compliance with our statutes and regulations.

FILING INSTRUCTIONS:

Please note: There is no filing fee required in Washington.

1. WHAT YOU MUST FILE

Complete an NAIC UNIFORM transmittal form.

If the form is not completed in its' entirety, the filing will be returned as incomplete.

A cover letter must be included or placed in section 14 on the NAIC Uniform Transmittal explaining the purpose of the submission along with a brief description of the filing, which includes the NAIC number or CIC code for the company submitting the filing. **If not provided the filing will be returned as incomplete.**

Rate adjustments and new rate filings must have their own transmittal form and should be identified by the policy form number to which they pertain. Identification of only a rate sheet number is inappropriate and unacceptable.

2. NOT FOR PUBLIC INSTRUCTIONS:

To request actuarial formulas, statistics and assumptions to be withheld from public inspection to preserve trade secrets or prevent unfair competition you must: **clearly separate and identify the materials that are desired to be non-public** in accordance with RCW 48.02.120(3). The separate materials should also have written justification attached to the material. If these two things are not completed those documents will not be withheld from public inspection.

NOTE: When designating the specific line of insurance, Universal Life and Non-Guaranteed Premiums a.k.a. Indeterminate Premium filings should **not** be shown as Life.

Variable Annuities and Variable Life Policies should be shown as either Variable Annuity Separate Account or Variable Life Separate Account.

Separate filings are required for Credit Life and Credit Disability Insurance, including rate deviations.

Filings must be filed before you can offer them, including filing any modifications you make. RCW 48.18.100

3. CONTENTS OF SUBMISSION, GENERAL

Printed forms should be completed in John Doe fashion. **John Doe** applications and schedule of benefits page should be included with each policy submitted for review, even if the application has been previously approved.

- We require the final printed form prior to approval.
- Include the Outline of Coverage required on Individual A&H and Medicare
- Supplement filings.
- Include Disclosure forms required on all Long-Term Care filings.
- Policy language changes by rider, endorsement or amendment **should be accompanied by a copy of the previously approved policy form highlighting** the specific changes.
- Certification, WAC 284-58-220.

4. RATES & ACTUARIAL

Accident & Health, Credit Life and Disability, Long Term Care, Medicare Supplement, Life filings (including Universal, Indeterminate Premium) and Annuities must be accompanied by a detailed actuarial memorandum **currently** dated and signed by a qualified actuary. Life product demonstrations must provide illustrative calculations of non-forfeiture values and reserves. Refer to Chapter 284-60-WAC for Loss Ratio requirements on Individual and Group Disability policies. Actuarial documentation must be provided demonstrating compliance with our Loss Ratio Regulation; this would include loss ratio, expense and lapse assumptions over the duration of the calculating period.

All Disability filings (Individual, Group, Credit, Long Term Care and Medicare Supplement) must include the proposed premium rates.

A demonstration of the relationship of death benefits to premiums per WAC 284-23-550 should be included with Life filings where the death benefit is less than \$25,000.

Indeterminate premium policies must include a table of maximum and current premium rates.

Life policies using Gender Blended Tables must include an actuarial certification of compliance with all sections of WAC 284-74-200.

NOTE: The inclusion of your CIC and/or NAIC number on all return correspondence will also expedite the handling of your policy filings.

We will not return duplicate copies of the approved forms unless you have provided us with the copies and a return envelope large enough to return the duplicate copies.